

Catawba County Buy Recycled Policy

August 1, 2007

Catawba County is committed to cost effective recycling and waste prevention methods. All county departments and divisions are expected to maximize the procurement of recycled products that are reasonably competitive with non-recycled products, and recover as many recyclable materials from their daily operations as possible.

The County Purchasing Agent will oversee the implementation of this policy. The County Waste Reduction Coordinator will synchronize the efforts of procurement officers in buying recyclable and recycled content products.

Buy Recycled Purchasing

County departmental divisions will seek to buy and use recycled products and materials if the items are reasonably competitive with non-recycled products, and meet or exceed the quality specifications expected of comparable products.

Buyers, employees who purchase goods, are required to make every effort to identify recycled products and communicate to the distributors/vendors the desire to purchase recycled products.

Recycled Paper

Buyers shall purchase paper products and materials made with recycled content. County Departments shall use recycled paper for all documents when possible.

Product Cost

Buyers are advised that the purchase of some recycled products may exceed the costs of non-recycled products. This factor alone should not determine the purchase. Cost should be compared to the environmental benefits, performance quality, and the life cycle of the product before making a final purchasing decision.

Tracking

Buyers are expected to track and enter all purchases related to recycled products through a tracking program which is accessible through PeopleSoft. Reported information will be used to create the Buy Recycled Annual Report which will be presented to the Board of Commissioners. This information will also be included in the State Recycling Report submitted by the Waste Reduction Coordinator to the NC Department of Environment and Natural Resources.

Responsibility

Buyers and procurement officials:

- Buy recycled content products when feasible.
- Become familiar with items that contain recycled content.
- Become familiar with the different buy recycled sources of information.

- Evaluate all goods and equipment requested to buy, lease, or rent to be compatible with the use of recycled products.
- Maintain procurement education of how to buy recycled.
- Ensure contracting procedures, purchasing documents, and product specifications include buying recycled and waste reduction language.
- Required to report all purchases related to recycled products into the tracking program found on the County's PeopleSoft Financial System.

County Purchasing Agent:

- Conduct buy recycled training program for county employees.
- Encourage the purchase of products with the highest percentage of recycled content materials and continuous procurement education for appropriate staff.
- Establish product specifications and boilerplate procurement language to specifically support the reduction of waste and toxins.
- Track County's total annual dollar purchases of recycled content goods and products.
- Compile the tracked information from the procurement officials to assist in the development of the Buy Recycled Annual Report.
- Actively seek ways to educate and promote the intent of this policy.

County Waste Reduction Coordinator:

- Assist in any training on buy recycled purchasing and waste reduction.
- Assist in the development of the Buy Recycled Annual Report.
- Assist buyers, purchasing agents, and purchasing officials in creating, maintaining, and improving recycling efforts.
- Work with purchasing agent and staff to meet the goals of this policy.

Waste Reduction

All County employees are asked to reduce waste at its source. This means finding ways to prevent waste before it is created such as:

- Use e-mail when possible to avoid using paper.
- Reuse interoffice envelopes when possible instead of new ones.
- Save reusable paper and use the blank side when possible.
- All copying should be executed with caution to avoid paper waste.
- Make double-sided photocopies whenever feasible. New copy machines and printers shall have duplexing capabilities when feasible.
- Reusable mugs should be used for coffee/beverages, as opposed to using disposable cups.